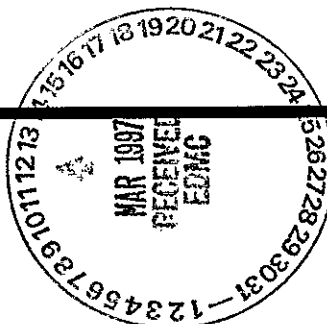


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<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
1.0	POLICIES		
1.1	Safety Priority and Procedure Compliance Policy	4	12/16/96
2.0	ORGANIZATION		
NOTE:	The charter for Analytical Services may be found in WHC-CM-1, <u>Company Policies and Charters</u> .		
2.1	Charters — Section Title (no text)		
2.1.1	222-S Analytical Operations Charter	3	04/13/95
2.1.2	222-S Facility Operations Charter (incorporated into 2.1.1)	<u>Canceled</u>	10/22/93
2.1.3	Program Management and Integration Charter	2	04/05/95
2.1.4	Work Control and Data Management Charter	<u>Canceled</u>	04/26/95
2.1.5	Office of Sample Management	<u>Canceled</u>	04/26/95
2.1.6	Plutonium Finishing Plant Engineering Laboratory	<u>Canceled</u>	07/06/95
2.1.7	Process Laboratories and Technology Charter	<u>Canceled</u>	07/11/95
2.1.8	PUREX Analytical Laboratories Charter	<u>Canceled</u>	07/20/95
2.1.9	Engineering and Technology Services Charter	1	03/31/95
2.2	Committees, Boards, and Task Teams	<u>Canceled</u>	08/17/95
2.2.1	Laboratory Instrument Control Board Charter	<u>Canceled</u>	09/18/96
2.2.2	Chemical Hygiene Committee Charter	1	05/31/95
2.2.5	Laboratories ALARA Committee Charter	<u>Canceled</u>	09/14/95
2.2.6	Laboratories Pollution Prevention Team Charter	1	05/01/95
2.2.8	Laboratory Facility Plant Review Committee Charter	<u>Canceled</u>	06/12/96
2.3.1	Waste Sampling and Characterization Facility — Startup Charter	<u>Canceled</u>	04/12/95
2.3.2	Waste Sampling and Characterization Facility — Analytical Operations Charter	2	02/26/96
2.3.3	Quality Systems Charter	1	08/02/96
2.3.4	Laboratory Transition Charter	0	03/21/95
2.3.6	222-S Production/Scheduling Charter	0	08/05/96

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3.0	ADMINISTRATION		
3.1	Manual Administration	5	03/29/95
3.1-A	Manual Administration — Procedure (incorporated into Section 3.1, Rev. 5)	<u>Canceled</u>	04/05/95
3.2	Out-of-Tolerance Report System	<u>Canceled</u>	01/15/93
3.3	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting (moved to 6.7)	<u>Canceled</u>	09/13/93
3.4	Data Package Preparation	<u>Canceled</u>	03/03/97
3.5	Administration for Nuclear Materials	4	09/09/96
3.6	Laboratories Entry Requirements	0	03/07/95
3.7	222-S Complex Radiological Postings	<u>Canceled</u>	07/25/95
3.8	Shift Turnover at 222-S Laboratories Complex	<u>Canceled</u>	07/06/95
3.9	Laboratory Procedures Change 1 (3, 21-22)	5	01/15/96 02/20/97
3.10	Procedure Changes and Procedure Change Authorizations (incorporated into 3.9, Rev. 3)	<u>Canceled</u>	03/23/95
3.11	Format and Content Guide for Analytical Services Technical Procedures	0	11/03/95
3.12	Internal Audit Program (moved to 8.5)	<u>Canceled</u>	08/15/94
3.13	Unreviewed Safety Questions (USQ) Program	<u>Canceled</u>	06/12/96
3.14	Laboratory Sample Tracking	0	08/15/94
3.14-A	Laboratory Sample Tracking — Procedure	0	08/15/94
3.15-A	Data Package Administrative Verification — Procedure	0	08/15/94
3.16	Data Package Control Requirements and Procedure	2	05/01/96
3.16-A	Data Package Control — Procedure (incorporated into 3.16, Rev. 1)	<u>Canceled</u>	03/01/95
3.17	222-S Laboratory Radioactive Material Inventory Control Program	<u>Canceled</u>	09/14/95
3.18	Hanford Environmental Information System (HEIS) Data Entry	<u>Canceled</u>	03/03/97
3.19	Sample Authorization Form (SAF) Issuance and Procedure	0	03/30/95

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<u>Section</u>	<u>Title</u>	<u>Revision</u>	<u>Effective Date</u>
3.26	Terms and Conditions of Requests for Services at the Waste Sampling and Characterization Facility	0	07/30/96
3.29	Make or Buy Policy for Hanford Analytical Services Program	0	01/21/97
3.30	Analytical Services Acquisition Evaluation Procedure	0	01/21/97
4.0	TRAINING		
4.1	Training Responsibilities and Definitions ("On-the-Job Training" moved to Section 4.4)	1	10/01/94
4.2	Training Development and Maintenance	0	11/30/93
4.3	Training Administration Change 1 (5)	1	11/15/95 01/22/96
4.4	On-The-Job Training	4	05/01/96
4.5	Training Programs	2	09/11/95
4.6	Training Plan for Hanford Analytical Services Laboratories RCRA Waste Management Units	1	01/30/97
5.0	PROCEDURES		
5.1	Analytical Laboratory Procedures (renumbered 3.9)	<u>Canceled</u>	01/15/93
5.2	Supporting Documents	<u>Canceled</u>	09/15/92
5.3	Laboratory Directions	<u>Canceled</u>	09/15/92
5.4	Laboratory Test Programs	0	03/30/92
6.0	CONDUCT OF OPERATIONS		
6.1	222-S/WSCF Daily Operating Instructions/Standing Orders	1	09/15/95
6.2	222-S Lockout/Tagout Guidance (replaced by LAP-01-100, <u>222-S Lockout/Tagout Guidance</u> )	<u>Canceled</u>	01/23/96
6.7	Occurrence Categorization, Notification, and Reporting (Conduct of Operations Chapter 7)	7	07/10/96
6.7-A	Corrective Action Requirements, Occurrence Categorization, Notification, and Reporting — Procedure (incorporated into 6.7, Rev. 5)	<u>Canceled</u>	06/06/95
6.8	Lessons Learned Administration	0	01/22/96
6.9	Required Reading	0	09/02/96

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6.11	Logkeeping Practices	0	05/17/94
6.17	Operator Aid Postings	1	12/27/95
7.0	RECORDS MANAGEMENT		
7.1	Laboratory Data Management Access Control for Data Packages	0	01/15/93
7.2	Quality Assurance Records	0	10/22/93
8.0	QUALITY ASSURANCE/QUALITY CONTROL		
8.1	222-S Laboratory Analytical Quality Assurance Plans	1	04/08/96
8.2	Laboratory Instrument Calibration Control System	<u>Canceled</u>	08/05/96
8.3	Laboratory Quality Affecting Software Control System	1	08/15/94
8.5	Laboratory Assessments	0	08/15/94
8.5-A	Laboratory Assessments — Procedure	0	08/15/94
8.6	Laboratory Computer Configuration Control	0	12/15/95
8.7	222-S Laboratory Management Assessments	0	11/21/95
8.8	Corrective Action Management	0	01/08/96
8.9	Management Assesment Program	0	11/14/96
9.0	WORK CONTROL		
9.1	Material Control	1	11/21/95
9.1-A	Material Control — Procedure (incorporated into Section 9.1, Rev. 1)	<u>Canceled</u>	11/21/95
9.2	Restricted Access Area Signage	0	04/18/94
9.3	222-S Complex Construction Work Authorization	0	05/02/94
9.4	222-S High Radiation and Very High Radiation Area Access Control	2	12/12/96
9.5	Access Control Entry System (ACES)	0	10/16/95
9.8	Notice of Construction Review	0	08/26/96
10.0	LABORATORY INSTRUMENTS		
10.1	Instrument Preventive Maintenance	1	01/08/96

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11.0	RADIOLOGICAL CONTROL		
11.1	Policy and Management Commitment	0	12/22/95
11.2	Assignment of Responsibilities	0	12/22/95
11.3	Administrative Control Levels	0	12/22/95
11.4	Radiological and ALARA Performance Goals/Indicators	0	12/22/95
11.5	ALARA Training	0	12/22/95
11.6	Plans and Procedures	0	12/22/95
11.7	Internal ALARA Program Reviews and Work Practice Assessments	0	12/22/95
11.8	Optimization Methodology	0	12/22/95
11.9	ALARA Design Reviews	0	12/22/95
11.10	ALARA Work Documentation	0	12/22/95
11.11	ALARA Program Records	0	12/22/95

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February 19, 1997

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Laboratory Records System	Approved by
	<u>[original signed by]</u> A. G. King, Manager Hanford Analytical Services
Author:	K. K. Lachut
Organization:	HAS Records

## 1.0 PURPOSE

All Hanford Analytical Services (HAS) records, regardless of the media, are the property of the Department of Energy and must be maintained. This procedure describes the system for controlling information generated by HAS. The system is established to provide adequate and proper documentation that is sufficient to support technical and regulatory decisions and/or provide evidence of conformance to specifications. These records will permit qualified professionals to understand the technical basis for the reported data and to provide evidence of the organization, functions, policies, decisions, procedures, operations, or other HAS activities.

## 2.0 SCOPE

This procedure is applicable to organizations generating or maintaining HAS records. This includes all records that document performance of the organization's activities. Facility operations records are required for the day-to-day facility operation, for example, operating logs, shift logs and reports, inspection reports, instrument maintenance records and hazardous waste reports, and so forth. Analytical records document and support the results of work performed within the facility, for example, raw data, supporting data, data packages, and lab reports.

## 3.0 DEFINITIONS

### Data Packages

Contains all the information needed to support the results reported to a customer, compiled and filed by program, project, or activity.

### LABCORE (LIMS) Raw Data

Original observations recorded by the LABCORE that are needed to verify, calculate, or derive data that are or may be reported.

### Laboratory Report

Results of analytical work originated, processed, and reported by the laboratories as specified by the customer through the Statement of Work or other work authorizing document(s).

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\*This revision is a total rewrite; therefore, no redlines are used to indicate changes.

**Laboratory Records System****Original Observation**

The first occurrence of human-readable information.

**Raw Data**

The initial value of analog or digital instrument outputs and/or manually recorded values obtained from management tools or personal observation. These values are converted into reportable data (for example, concentration and percent moisture) via automated procedures and/or manual calculations.

**Supporting Data**

Includes, as a minimum, sample information (unique sample identification, sample collection date and time, date of sample receipt, date(s) of sample preparation and analysis), analytical results, detection limits, method reference, QC results, data qualifiers.

**4.0 SYSTEM DESCRIPTION**

The system for controlling HAS records is developed and managed by the Laboratory Technical Information Center (LTIC). LTIC acts as the central focal point for records generated by all Hanford Analytical Services organizations.

Laboratory organizations prepare, review, and approve documents in accordance with laboratory technical and administrative procedures. Laboratory organizations are required to identify records that document performance of work, and assure completed records are transferred to LTIC. The LTIC and each laboratory organization, based on National Archives and Records Administration (NARA) approved schedules and regulatory requirements, determine an appropriate retention schedule, record retrieval, and frequency for transmitting the records to LTIC for indexing and eventual disposition. The LTIC maintains a master RIDS for all Hanford Analytical Services records.

Records will be managed in a centralized records management system. Records are identified on a master Records Inventory and Disposition Schedule (RIDS). Additions and deletions to the listing are recommended, approved, and controlled. Records are compiled by individual organizations while the program/project/activity is ongoing. Upon completion, records are transferred to the central records organization. Inactive records are transferred from the central records organization to an approved record storage location in accordance with the master RIDS.

**5.0 SYSTEM REQUIREMENTS****5.1 Records shall be identified.**

The records sent to central records must be the original records whenever possible. There should be few exceptions to this rule. Records that furnish documentary evidence of Hanford Analytical Services work are records; for example, correspondence, worklists, analytical results, internal notes, repair orders, and so forth.



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Laboratory Records System

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Individual records, responsible organization, record media, retention period and disposition instructions are identified on the master RIDS. Record additions or deletions are recommended by the owner organization with approval concurrence by the central records management organization.

5.2 Records shall be prepared (legible, accurate, reproducible, complete).

Hanford Analytical Services procedures shall specify the minimum records to be prepared, review and approval criteria, record completion requirements, and support organization needs. Records shall provide complete information to enable a qualified person to review the work and arrive at the same conclusion as the records. Adequate documentation shall be prepared and retained during the work performed to provide supporting data sufficient to the work performed. The supporting data shall be retained in a project record package.

5.3 Records shall be indexed.

The record index or title shall provide sufficient information to permit identification between the record and the item or activity to which the record applies.

The index should be organized so that the records are classified and filed according to project, program, or unique activity. This will substantially facilitate record retrieval. Any questions regarding what index to use should be requested from the central records management organization or the RIDS schedule for similar records.

5.4 Records shall be assigned a retention schedule.

All records in individual offices and central records management organization must be retained according to the RIDS schedule. Record retention requirements for Hanford Analytical Services records are identified on the master RIDS. Any exceptions, additions, or deletions to the RIDS must be requested by the owner organization and approved by the central records management organization. The retention of records will be based upon legal and regulatory requirements, customer needs, and usefulness. The owner organization, with concurrence of the central records organization, establishes retention periods based on program/project requirements. If more than one regulatory requirement applies, the more stringent requirement shall apply.

5.5 Records shall be maintained (preservation, safekeeping, disposition, storage).

Records shall be protected from damage or loss. Provisions shall be made for special process records to prevent damage from excessive light, stacking, electromagnetic fields, temperature, and humidity. Measures to ensure data integrity should be specified in procedures.

5.6 Records shall be retrievable.

Record information may be recorded on a variety of media. However, regardless of media, records shall be retrievable throughout the assigned retention period of the record. System upgrades, including hardware and software upgrades shall include methods for record retrieval throughout the designated record retention period. Laboratory transitions from one piece of equipment to the next

**Laboratory Records System**

must also consider record retrievability for records generated from the previous equipment, for example, factor methods into the upgrade to retain readability and retrievability of records previously generated and not yet eligible for destruction.

**6.0 PROCEDURE****6.1 Records Management System - General**

- |                 |  |
|-----------------|--|
| Process Owner   | <ol style="list-style-type: none"><li>1. Identify records to be generated (RIDS and implementing procedures.)</li><li>2. If creating a new record, add record and retention period to master RIDS.</li><li>3. Submit recommendation to central records organization for concurrence and addition to master RIDS.</li><li>4. Generate record in accordance with HAS specific procedure.</li><li>5. Transmit original record packages to central records organization when project is completed.</li></ol> |
| Central Records | <ol style="list-style-type: none"><li>1. Index and file records upon receipt.</li><li>2. Transfer to inactive record storage in accordance with the master RIDS.</li></ol>   |

**6.2 Laboratory Notebooks**

- |                 |   |
|-----------------|---|
| Chemist         | <ol style="list-style-type: none"><li>1. Request controlled logbook from central records organization.</li><li>2. Cross reference logbook number in data package as appropriate.</li><li>3. Store logbook in a locked metal file cabinet when not in use.</li><li>4. Upon completion, transmit logbook to central records organization.</li></ol> |
| Central Records | <ol style="list-style-type: none"><li>1. Transmit completed logbooks to Records Holding Area for retention in accordance with the master RIDS.</li><li>2. Maintain accountability for logbooks transmitted to Records Holding Area.</li></ol>   |

## 7.0 RECORDS

Any records generated as a result of activities described in this section will be managed in accordance with applicable Records Inventory and Disposition Schedules.

## 8.0 DESIGNATED REVIEWERS

<u>Designated Reviewing Organizations</u>	<u>MSIN</u>
Hanford Analytical Services Records (Champion)	T6-03
Quality Systems	T6-04

## 9.0 REFERENCES

WHC-CM-3-5, Document Control and Records Management Manual

WHC-CM-5-4, Laboratories Administration

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Author: Gary D Slater at ~HANFORD02D  
Date: 3/6/97 8:15 AM  
Subject: questions On Scanning

----- Message Contents -----

Sylvia/Debbi,

I am meeting with Ron Brunke at one today to discuss these items.

I would appreciate your input or presence for this meeting.

Let me know your druthers.

/s/ gary

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Forward Header

Subject: questions On Scanning  
Author: Ronald C Brunke at ~WHC304  
Date: 3/6/97 8:00 AM

FYI... Questions from Randy for a HEMP surveillance...

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Forward Header

Subject: questions  
Author: Randall N Krekel at ~DOE13  
Date: 3/5/97 1:23 PM

Mike

Here are some questions I jotted down to discuss on the Scan Air/Water Documents activity under HEMP.

- To what extent are air and water documents being scanned?
- What specific regulations are being satisfied by scanning and having the documents available for ready retrieval?
- What is the hierarchy of manuals, instructions, procedures that direct this activity?
- What type of validation, verification, QA, etc. is performed to ensure all the right documents are being scanned, and that they are being scanned consistently and completely?
- Does the indexing database link with any other data bases to ensure comprehensive approach to record retention and retrieval?